CHAPTER 7

COMMUNICATION DIVISION

STANDARD OPERATING PROCEDURE

500 BED FLEET HOSPITAL

TABLE OF CONTENTS

500 BED COMBAT ZONE HOSPITAL

STANDARD OPERATING PROCEDURE

COMMUNICATIONS DIVISION

A.   **MISSION**: Install and operate telephone, radio teletype equipment. Provide all teletype, hardline, and data communication required to operate the hospital.

B.   **FUNCTIONS**:

   1. Provide internal telephone communications throughout hospital spaces.

   2. Interface with seven radio nets.

   3. Oversee message center operations.

C. **PHYSICAL DESCRIPTION**:

   1. Location within complex: See TAB A, Drawing 1.

   2. Sheltering.

      Type: ISO Container (rigid, hardwall shelter (8x81/2 x20)

      Quantity: One non-expandable ISO shelter.

   3. Material.

       IOL: C00A, C00B, C00E, C00F.

D. **SPECIAL CONSIDERATIONS**:

   1. Limited access and availability of instruments and frequency.

   2. Message center manned by non communication division personnel.

E. **WORKLOAD**:

   1. Communication personnel will stand 12 hours on 12 hours off watches.

   2. Hospital sections issued commo equipment will be responsible for daily maintenance. Communication Division will perform repairs.

F. **ORGANIZATION**:

   1. Responsibility. The Communication Coordinator, who reports to the Head, Operating Management Service Department, is assigned overall management responsibility.

   2. Organization Chart.

COMMUNICATIONS
ORGANIZATION CHART

HEAD OP
MGMT.
DEPARTMENT

```
                        Communications
                         Coordinator
                          E-6 (RM)

Port Watch                      Starboard Watc
2 E-5(RM)                       1 E-5(RM) h
                                1 E-4(RM)
#1     1 E-5(YN)                Message      #2        1
                                Coordinator
                                Message CTR
          --------              --------
  1 E-6(PC)  Message            Message  1 E-4(PC)
  1 E-4(PC)  Center             Center   1 E-3 (SN)
  1 E-3(SN)  --------           --------    Security
     Security
```

NOTE: Dashed lines indicate message center watch-standers normally assigned to Operating Management Department.

      3. Staffing.

         (a) Criteria.

            (1) All radiomen and electronics technicians must be trained.

            (2) All radiomen, electronics technicians and message center watch-standers must have current Top Secret Security Clearance.

            (3) At least two (2) watch-standers per watch will be trained and authorized COMSEC custodians.

         (b) Staffing pattern: Twelve hours on watch twelve hours off.

```
                                     Total
Personnel               Port Watch      Starboard              Assigned

Comm.Coord(E-6)RM           -               -                        1
Communicator            2(E-5)RM        1(E-5)RM                     3
Communicator                            1(E-4)RM                     1
```

      4. Assignment by Billet Sequence Code.   See TAB A, page 12

      5. Watch Bill.   See TAB B, page 13

      6. Special Watches.   N/A

G. **TASKS**:

Tasks		Methods
1. OPERATE COMMUNICATIONS CENTER	1.1	Using the appropriate FLTCINC OPLAN Communications Annex, obtain the following:
		1.1.A Operational nets.
		1.1.B Frequencies to support nets.
		1.1.C Electronic Warfare Annex.
	1.2	Using above information and local situation:
		1.2.A Develop a hospital communications electronics estimate.

1.2.B Develop a hospital Communication Plan.

                    1.3   If using COMSEC equipment:

                          1.3.A Obtain software from location
                                custodian, and maintain account.

                          1.3.B Issue CEOI's on a need to know basis.

                    1.4   Establish and maintain official hospital
                          time.

                    1.5   Establish tow (2) COMSEC custodians per
                          watch

2. REMOTE STATIONS   2.1   Establish remote radio and wire stations IAW
                          radio plan and wire plan shown in tech
                          manual.

                          2.1.A   Qualify all remote station users on
                                  equipment to be issued them.

                          2.1.B   Issue radios and/or telephones with
                                  maintenance supplies using TAB F-3 and
                                  TAB F-4.

                          2.1.C   Control maintenance schedules.

                          2.1.D   Ensure that all remote stations comply
                                  with practices outlined in hospital
                                  communication plan.

                          2.1.E   Communication section will ensure that
                                  all lines between the COMVAN and
                                  remote locations are secured using the
                                  COMSEC system.

3. INTERNAL   3.1   Internal communications includes telephones,
    COMMUNICATIONS   and the public address system.

                          3.1.A   Telephones are distributed IAW wire
                                  plan.

                          3.1.B   Telephone directories (TAB F-5) will
                                  be provided to each station.

4. WIRE PLAN   4.1   Sufficient copies of wire plan will be kept
                          in public works and communications files to
                          expedite repairs.

                          4.1.A   All wire will be laid on ground, no
                                  wire will be buried except when
                                  crossing roads or other areas where
                                  damage to cable can occur. Then use
                                  12 inch culvert to house cable and
                                  bury.

5. IMPLEMENT THE WIRE 5.1   Establish Main Distribution Frames in
    PLAN (MDF)   vicinity of switchboard. (See TAB F-11)

                          5.1.A   Power up power supply for switchboard.
                                  (See TAB-11)

5.1.B Power up switchboards.

5.1.C Check operation of lines from
switchboard to installed phones.
(See TAB F-11)

6. SPECIAL LINES 6.1 Lay in and connect any special "Hotlines" as directed by Commanding Officer.

6.1.A All special lines will go through MDF.
(See TAB F-11.)

7. PUBLIC ADDRESS SYSTEM 7.1 Locations of speakers are shown in TAB F-6.

7.2. Public address system will be used to:

7.2.A Pass messages of interest to all
hands.

7.2.B Sound alarms. Post notices of alarm
signals in conspicuous places
throughout hospital area.

8. OPERATE MESSAGE CENTER 8.1 Message center located in administrative
wing.

8.2 Deliver messages within times shown below:

Precedence	Time
Flash	10 min
Immediate	30
Priority	3
Routine	6 hrs

8.3 Maintain separate logs for incoming and
outgoing messages (see TABs F-7 and F-8).

8.4 A non-rated Security Division watch-stander
will be assigned as a runner on each watch
(see TAB B).

8.5 Maintain an access roster of persons
authorized to deliver or pick up messages.
Rosters will be developed by Department
Heads.

9. DRAFT MESSAGES 9.1 Outgoing messages priorities are determined
by Commanding Officer.

9.2 All message drafters will have access to an
NTP 3(F) (Telecommunications Users Manual)
to determine proper message format and
content.

9.2.A Each hospital department will prepare
organic messages.

9.2.B Prepare messages on DD Form 173/2.
Available in Message Center.

9.2.C Draft will be accepted from authorized
and cleared messenger if signed by
authorized originator.

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9.3   Each department will provide rosters of authorized drafters and message handlers.

      9.3.A Secure rosters in desk in Message Center.

10. OUTGOING MESSAGES   10.1 When DD Form 173/2 is received, message center watch-stander will verify:

     10.1.A I.D. of deliverer against authorization roster. He/she will sign access log.

     10.1.B Releasing signature.

     10.1.C That typed drafts contain no more than 10 characters per inch (OCR type).

     10.1.D Uniform classification throughout message.

     10.1.E Action and precedent.

    10.2 Watchstander will then:

     10.2.A Write or stamp date and time received on message.

     10.2.B Log message. (See TAB F-8 for example of log.)

     10.2.C Write Station Serial Number on message.

         Note: Station Serial Numbers (SSN) run sequentially on messages for 30 days. Then start over.

11. SEND MESSAGES   11.1   The Radioman watchstander   sending messages will:

     11.1.A   Check priority.

     11.1.B   Check addee against Plain Language Address Directory (PLAD), NTP 3 SUPP-1(1).

     11.1.C   Verify format line 2.

     11.1.D   Check routing. Indicator is based on CINC Communication Plan and equipment used.

     11.1.E   Enter required information in log (see TAB F-10).

     11.2   Transmit message.

     11.2.A Wait for receiving station to verify receipt of message.

     11.2.B Log message in transmission log (See TAB F-11).

12. RECEIVE MESSAGES	12.1	Radioman receiving message will:
	12.1.A	Verify FLTHOSP is the correct address.
	12.2	If not, when transmission is complete, report error to sender.
	12.3	If so, log message in Radio Message Receiving Log. (TAB F-12)
	12.3.A	Write or stamp on message date and time received.
	12.3.B	Deliver to Message Center where watchstander will:
	12.3.C	Check to make sure message is intelligible.
	12.3.D	Insure message is complete with "BT" at end, or if sectional – all sections are included.
	12.3.E	Pay close attention to classification of messages. Deliver within times outlined in paragraph 8.2.
13. ROUTING	13.1	Notify departments of awaiting message(s).
	13.2	Log message(s) into Message Center Incoming Message Log (see TAB F-7).
	13.3	Indicate on message all addees (departments) that are assigned:
		– Action. – Info.
	13.4	Message classified Secret and above will be placed in an envelope with addees' name and department on face.
	13.5	When person picks up message:
	13.5.A	Check identification against access roster.
	13.5.B	Have person sign for material in Signature Log.
	13.6	If department unable to pick up message(s) then:
	13.6.A	Seal messages.

13.6.B Send runner to department(s)
                                                with message(s).

                                        13.7   Keep logs for one month, then
                                                file in folder, last page first.

        14. FILING MESSAGES   14.1   File all messages
                                                classified Confidential   and
                                                below received   during a 24
                                                hour period.   File in cabinet
                                                located   in patient/ personnel
                                                support.

                                        14.2   Store all material classified
                                                Secret and above in the safe
                                                located in patient/personnel
                                                support until:

                                        14.2.A All info/action addees have
                                                finished with message and have
                                                signed as such, then:

                                        14.2.B Retain message(s) DTG,
                                                organization and station serial
                                                number to enable recall of
                                                message(s) for up to 60 days.

                                        14.2.C Upon approval of Commanding
                                                Officer, destroy all Secret or
                                                above messages.

                                        14.2.D Account for destruction of same
                                                IAW CINC Communication Plan
                                                guidelines.

                                        14.3   Messages classified Confidential
                                                or below will, after 60 days, be
                                                removed to storage or destroyed
                                                as directed by Commanding
                                                Officer.

H.   **STANDARD OPERATING PROCEDURES:**   See TAB C, page 14.

I.   **CLINICAL POLICIES/GUIDELINES**:   N/A

J.   **STANDARDS AND JOB DESCRIPTIONS**: See TAB D, page 20

K.   **DOCUMENTATION**:

      1.   References   See TAB E, page 30

      2.   Forms   See TAB F, page 31

ASSIGNMENT BY BILLET SEQUENCE CODE

Department: Communications

Billet Number	Title	Designator	Rank/Rate	Watch Section
17359	Comm. Coord	0000/RM	E-6	*
17379	Communicator	0000/RM	E-5	1
17381	Communicator	0000/RM	E-5	2
17383	Communicator	0000/RM	E-5	1
17399	Communicator	0000/RM	E-4	2

Locally Assigned Personnel
For Message Center Operations

04039	Message Coordinator	0000/YN	E-5	1
17319	Postal Clerk	0000/PC	E-6	2
17339	Postal Clerk	0000/PC	E-4	1
17341	Postal Clerk	0000/PC	E-4	2
**	Security Watch (Runner)	0000/SN	E-3	1
**	Security Watch (Runner)	0000/SN	E-3	2

Note: * Permanent AM watch.

       ** Runners obtained from Security Division. BSC will change.

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WATCH BILL

COMMUNICATIONS

```
Section  M T W T F S S M T W T F S S M T W T F S S M T W T F S S M
                   *   *           *   *               *
1        A A A A A A E P P P P P P E A A A A A A E P P P P P P E A
                     *   *           *   *               *   *
2        E P P P P P P E A A A A A A E P P P P P P E A A A A A A E
```

Radiomen and Electronics Technicians work 6 hrs on 6 hrs off and dog watches to cover days off.

* = Dog watch

MESSAGE CENTER

```
Sec M T W T F S S M T W T F S S M T W T F S S M T W T F S S M   1
    A A A A A A E P P P P P P E A A A A A A E P P P P P P E A A A A A A E P       *
          *   *           *   *               *   *
2   E P P P P P P E A A A A A A E P P P P P P E A A A A A A E P P P P P E
```

Message Center Personnel work 12 hrs on 12 hrs off.
Dog watch to cover days off.

* Dog watch.

TAB C

STANDARD OPERATING PROCEDURES INDEX

10

TAB C-1

WIRE TEAM PROCEDURES

A.   **PURPOSE**: To provide guidance to wire installation team.

B.   **DEFINITION**: Personnel tasked with distributing and installing telephone and public address systems.

C.   **EQUIPMENT, SUPPLIES AND FORMS REQUIRED**:   N/A.

D.   **CRITERIA**:

    1. Members of team should be trained in telephone wire connections, splicing and trouble shooting.

    2. Telephone and P/A systems are installed and tested by designated trained wire personnel.

    3. Team will be able to correct the anticipated daily 30% malfunction of the phone system.

E.   **STEPS**:

    1. The wire team will assemble at the communications van at the start of advance party operations.

    2. The wire team will operate as follows:

        a. Air Detachment.

            (1) Staffing.

                (a) RM1 (1).

                (b) CE2 (1) NEC 5642.

            (2) Duties.

                (a) Identify and sketch site specific wire plan.

                (b) Based on site survey, identify and mark areas where wire/cable needs to be buried.

                (c) Based on wire plan identify size and makeup of wire team needed to string wire and assemble telephone and PA systems.

                (d) Coordinate with advance party to obtain team members.

        b. Advance Party.

            (1) Primary Team.

                (a) RM2 (2).

                (b) CE2 (5642) from Air Det (1).

                (c) ET3 (1).

                (d) CESN (4) NEC 0000.

            (2) On call team support.

(a) HM (NEC 0000) (10).

(b) UT (NEC 0000) (3).

(3) Coordination needs to occur between wire team leader and persons in charge of "on call" team members to ensure availability during assembly of wire systems.

3. The phone wire system will be assembled as follows:

a. Priorities.

(1) Administration.

(2) Medical.

(3) Support.

(4) Troop housing.

b. Prior to assembly of temper tents and shelters, the wire team will measure the longest runs of wire for each area of the hospital and bundle wires together to be extended from the switchboard connectors out to each structure as it is assembles (see TAB J-2). Multiple bundles can be used to reduce the size of wires per bundle and to facilitate the routing to non-medical core sites.

c. Both ends of each wire will be labeled identifying distant end telephone and every 100 meters along each run.

d. Wire bundles will run from the switchboard connector through admin and proceed through medical core central corridor on top of the cross braces.

e. Run wire to troop housing and support, if practical, through the medical corridor overhead and exit out to the area to be serviced. The alternate route will be outside along the medical core on the ground and branch out to the areas served.

f. Wire that will cross roads or other traveled areas that could damage wire will be run through a 12 inch culvert and buried. No wire will be strung overhead except when inside structures.

g. Wire will be strung through temper tents, vestibules and corridors on top of the cross brace when the tent is standing with outer fabric installed but prior to installation of the liner. Wire to each phone in area will run from bundle to each primary phone, (party lines will connect to primary phone).

h. Wires to shelters will enter/exit only through authorized openings.

4. Public address system.

a. Amplifiers and control station is located in the administration spaces. Alarm signals will be controlled from this station.

b. Speaker systems with volume controls are located inside structures. The inside speakers are provided extra length on the wire to allow for placement of speakers consistent with operations of individual areas.

c. Outside speakers will be located on poles with enough elevation to ensure proper sound coverage as shown in assembly drawings located in the

technical library.

           d. Wire will be installed along same routes as the telephone wire when possible. Care will be taken to differentiate between the phone and PA system wires.

TAB C-2

EMERGENCY DESTRUCTION OF CLASSIFIED EQUIPMENT AND MATERIAL

A. **PURPOSE**: To detail procedures for destruction of classified equipment and material.

B. **DEFINITION**: Classified material - material or equipment classified confidential or above.

C. **REFERENCES**:

    1. Information and Personnel Security Program Regulation, OPNAVINST 5510.1G.

    2. Cryptographic Security Policy and Procedures (CSP -1).

D. **EQUIPMENT, SUPPLIES, AND FORMS REQUIRED**:

    1. Shredding machine (available through National Supply System (FSC Group 36, Part II).

    2. Anti-compromise emergency destruct (ACED) capability as specified in OPNAVINST 5510.1G Chapter 17-9.

E. **STEPS**:

    1. Upon presentation of circumstances which require emergency destruction of classified material, initiate the plan. The requirement is positive destruction of an irreversible nature within 60 minutes. Initiate positive destruction by any means as time dictates in the following sequence.

        a. All Top Secret material located in the communications van or command suite.

        b. All Secret material in either location.

        c. Confidential material.

    2. BSC 17000 Head, Operating Management Services and BSC 17330 Communications Supervisor are responsible for emergency destruction of Classified material.

    3. Destruction will be by shredding, burning or other means as dictated by time and material.

    4. Destruction will take place in the communications van by methods specified in references and under proper supervision.

    5. The senior person present in communications or command suite is authorized to carry out these procedures or deviate from the plan as circumstances warrant.

    6. The Commanding Officer or his direct representative is authorized to initiate this plan and will provide both oral and written communication of his authority to commence emergency destruction procedures to subordinates holding classified information or material.

    7. The Commanding Officer or his direct representative will initiate action to destroy classified material sufficiently early to preclude loss of material.

    8. The Commanding Officer or direct representative will conduct drills to

ensure that personnel are familiar with the plan and equipment.

     9. If COMSEC material is held, carry out destruction procedures specified in Cryptographic Security Policy and Procedures (CSP-1).

N.   **RESPONSIBILITY**:

    1. Head, Operating Management Services.

    2. Communications Supervisor.

TAB D

STANDARDS AND JOB DESCRIPTIONS INDEX

TAB D-1

COMMUNICATION OFFICER JOB DESCRIPTION

The Communications Officer is appointed by the Commanding Officer. Duties will include:

     1. Prior to mobilization, coordinate the following with appropriate CINC:

        (a) Hospital's role within CINC plan.

        (b) If applicable, account for COMSEC software.

        (c) Information on equipment, nets, frequencies, COMMPLANS and OPLANS of forward units to be supported.

        (d) Air Force evacuation communication procedures and requirements.

     2. Upon mobilization, obtain from CINC:

        (a) Hospital operating NET's.

        (b) Hospital frequencies.

        (c) Updated communications requirements

        (d) COMSEC software.

     3. Overall responsibility for communication security.

     4. Responsibility for daily operations and management of Communication Division equipment and personnel.

     5. Custody of classified documents used in communication.

     6. Destruction of classified Secret and above material.

     7. Verifying destruction of classified materials.

QUALIFICATIONS:

     1. Top Secret Clearance.

     2. Basic Communications Officer School, Quantico, Virginia (desirable).

     3. COMSEC Custodian School (required).

COMMUNICATION COORDINATOR JOB DESCRIPTION

Report to the Communications Officer. Is the Senior Enlisted in Communications and is Leading Petty Officer.

THE COMMUNICATION COORDINATOR WILL:

1. Coordinate with Construction Battalion personnel the location and assembly of communication equipment based on local stations.

2. Establish watch bills and section rate training.

3. Conduct training for non-communicator personnel assigned communication equipment.

4. Establish and coordinate maintenance program.

5. Manage transmitting, receiving, and terminal equipment.

6. Manage use of crypto, if applicable, including shifts and adjustments.

7. Direct circuit and systems performance tests.

8. Maintain watch integrity, administrative operations and crypto publications.

QUALIFICATIONS:

1. Top Secret Clearance.

2. School trained.

3. Class "B" ET Radio and Crypto repair skills.

4. Teletypewriter skills.

5. COMSEC Custodian School (required).

TAB D-3

COMMUNICATOR (RM2) JOB DESCRIPTION

RM2 Communicators will report to Communication Coordinator for assignment of watches and duties.

THE COMMUNICATOR (RM2) WILL:

1. Coordinate processing of communication signals.

2. Operate controls for long-haul and local communications equipment, including crypto (if applicable).

3. Maintain signal quality.

4. Use test equipment to troubleshoot and maintain equipment.

5. Perform QA and identify preventive or corrective action required.

6. Maintain circuit logs and reports as required.

7. Maintain message logs.

8. Instruct RM3's and non-communication personnel on use and maintenance of equipment.

QUALIFICATIONS:

1. Top Secret Clearance.

2. School trained.

3. Teletypewriter operation and repair.

4. Crypto equipment operations.

5. All requirements of RM2 rating.

6. COMSEC Custodian School (required).

TAB D-4

COMMUNICATOR (RM3) JOB DESCRIPTION

RM3 will report to RM2 of watch for duties.

<u>**COMMUNICATOR (RM3) WILL**</u>:

1. Process communication signals.

2. Provide and maintain communication circuits through circuit control, quality monitoring and system alignment.

3. Operate communication monitoring and control subsystem (CMCS).

4. Control external radio systems.

5. Activate circuits as established by communication plan.

. Perform assigned organizational level maintenance.

7. Maintain status report files and message logs.

<u>**QUALIFICATIONS**</u>:

1. Top Secret Clearance.

2. School trained.

3. Teletypewriter operation and repair.

4. Crypto equipment operations.

5. All requirements of RM3 rating.

6. COMSEC Custodian School (required).

TAB D-5

ELECTRONICS TECHNICIAN (ET-2) JOB DESCRIPTION

Electronics Technician (ET-2) will determine the level of maintenance required for repair of components (organizational or depot). Performs all duties assigned by Communication Coordinator. Stands radio/teletype watch as assigned.

Depot repair components will be sent immediately to depot for repair and replaced from local supply if available.

THE FOLLOWING WILL BE ACCOMPLISHED AT ORGANIZATIONAL (UNIT) LEVEL.

1. Inspect components.

2. Test equipment using built in or external testing systems.

3. Align systems.

4. Diagnose causes of equipment failure.

5. Isolate faults of components.

6. Remove and replace faulty components.

7. Repair components listed as repairable by source, maintenance and recoverability (SM&R) codes.

QUALIFICATIONS:

1. Top Secret Clearance.

2. School trained.

3. Switchboard operations.

4. All requirements for ET-2 rating.

5. COMSEC Custodian School (required).

ELECTRONICS TECHNICIAN (ET-3) JOB DESCRIPTION

Electronics Technician (ET-3) will perform duties as directed by the Communication Coordinator and in technical areas, the ET-2.

THE ELECTRONICS TECHNICIAN WILL:

1. Inspect components.

2. Test equipment.

3. Align systems.

4. Diagnose causes of system failures.

5. Isolate faults.

6. Remove and replace components.

7. Repair components as directed by Senior ET.

8. Prepare defective parts for shipment to depot for repair.

9. Stand watches as assigned.

10. Maintain Maintenance Logs.

QUALIFICATIONS:

1. Top Secret Clearance.

2. School trained.

3. Switchboard operations.

4. All requirements for ET-3 rating.

5. COMSEC Custodian School (required).

TAB D-7

MESSAGE COORDINATOR (YN2) JOB DESCRIPTION

Primarily assigned to postal area but will function as POIC of Message Center.

THE MESSAGE CENTER WATCHSTANDER WILL:

    1. Organize postal clerks to function in combined postal and Message Center operations.

    2. Coordinate use of security (SN) personnel as runners.

    3. Coordinate with Communication Center, transfer of message requests and messages to include proper logging, storage and destruction.

    4. Ensure delivery of messages to correct addressee within times specified for each priority.

    5. Qualify non-medical hospital personnel to act as Message Center watch-standers, to include obtaining required security clearances.

    6. Review messages prior to transmission to ensure format and content meet requirements outlined in NTP 3/1(F).

QUALIFICATIONS:

    1. Top Secret Clearance.

    2. Trained in Message Center functions of RM ratings.

    3. Complete all requirements for YN2.

MESSAGE CENTER WATCHSTANDER (PO2 & 3) JOB DESCRIPTION

Postal clerks participate in both postal operations and Message Center operations - whenever possible the operations will be combined. The Message Center Watchstander duties will:

1. Prepare incoming and outgoing message logs.

2. Maintain logs as directed by Communication Officer.

3. Ensure message formats and content on DD Form 173/2 to comply with procedures outlined in NTP 3(F).

4. Log messages and deliver to Communicator.

5. Notify all division watchstanders of messages awaiting pick up.

6. Obtain Security Division personnel as runners to hand-carry any messages requiring immediate delivery.

7. Organize and supervise duties of assigned Security personnel.

8. Perform all duties assigned by Communication Coordinator.

QUALIFICATIONS:

1. Obtain Top Secret clearance prior to mobilization.

2. Complete all Message Center requirements of RM ratings.

3. Complete all requirements of PC 3 and 2.

TAB D-9

MESSAGE CENTER RUNNER JOB DESCRIPTION

Runners are Security Division non-rated personnel assigned by Security Division to Message Center.

WATCHSTANDERS WILL:

1. Act as messenger within hospital compound.

2. Provide security for classified material.

3. Perform all assigned duties as directed by Petty Officer In Charge of Message Center.

QUALIFICATIONS:

1. Assignment by Security Division.

2. Studying for advancement in MAA or GMG ratings.

3. Weapons qualified on M-16 rifle and 45 caliber pistol.

TAB E

REFERENCES

NUMBER	REFERENCE NUMBER	TITLE
E-1	NAVEDTRA	Radioman Rat Manual
E-2	JANAP 128 I	Automatic Digital Network Operating Procedures Mar 83 publ. JCS
E-3	NTP 3	(F)Telecommunications Users Manual
E-4	OPNAVINST 5510-1G	Information Security Program Regulation - CNO
E-5	FMFM 10-1	Communications (Marine Corps)
E-6		Supporting CINC Communication Plan
E-7	NTP 3 SUPP-1(1)	Plain Language Address Directory
E-8	Army FM 24-17	Tactical Communications Center Operations
E-9	Army FM 24-20	Field Wire and Field Cable Techniques
E-10	FM 24-21	Tactical Multi-channel Communications
E-11	AN/TRC 186	Communication System Technical Manual

TAB F

FORMS INDEX

TAB F-3

RADIO ISSUE/TURN IN LOG

LEFT FACING PAGE

Date	Equipment Issued to	Serial Type	CEOI Number	Number

TAB F-3

RADIO ISSUE/TURN IN LOG

RIGHT FACING PAGE

Signature Received	Date Turned in	Signature Turn in
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TAB F-4

TELEPHONE ISSUE/TURN IN LOG

LEFT FACING PAGE

Issued to	Type	Equipment Number	Serial Number	CEOI Date

TAB F-4

TELEPHONE ISSUE/TURN IN LOG

RIGHT FACING PAGE

Signature Received	Date Turned in	Signature Turn in
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

TELEPHONE DIRECTORY

Location		Number
A.		
Administration, Director Admin		106
Ambulance Casualty Receiving, Motor Pool		113
Anesthesia, Surgery		121
Administration, Clerk Admin		109
B.		
Barber Shop	Bldg._____	
Billeting Enlisted	Bldg._____	125
Billeting Enlisted	Bldg._____	112
Billeting Enlisted	Bldg._____	
Billeting Enlisted	Bldg._____	
Billeting Enlisted	Bldg._____	
	Bldg._____	
	Bldg._____	
	Bldg._____	
Billeting, Commanding Officer	Bldg._____	151
Billeting, Executive Officer	Bldg._____	146
Billeting, Officer (Senior)	Bldg._____	153
Billeting, Officer (Junior)	Bldg._____	112
Billeting, Officer	Bldg._____	
Blood Bank Lab #2 (Medical Support)		115
C.		
Cardio-Thoracic Surgery	Surgical Suite	121
Casualty Receiving	Entrance	113
Casualty Receiving	Exit	114
Central Sterile Reprocessing	Surgical Support Area (# 1 & 2)	123
Central Sterile Reprocessing ICU #2 (Support)		158
Chaplain	Bldg._____	161
Clothing/Small Stores	Bldg._____	
Command Master Chief	Admin	102
Commanding Officer	Admin	101
Communications	Comm Van	0
D.		
Dental	Preparation/Dental	120
Dining Hall	Bldg._____	162
Dispersing	Admin	109
Duty Section	Bldg._____	147
E.		
EENT	Specialty Treatment Area	154
Emergency Medicine	Surgery/Casualty Receiving	121/113
Environmental Health	Bldg._____	163
Equipment Repair (Central)	Public Works	149
Equipment Repair (Medical)	Specialty Treatment Area	107
Executive Officer	Admin	105
Executive Officer (Billeting)		146

F.

Fire Department	Bldg._____	0/148
Food Service, Head	Galley	162

G.

Galley	Bldg._____	163

H.

Helicopter Operations	Helo Pad	150

I.

ICU #1	Bldg._____	157
ICU #2	Bldg._____	126
Internal Medicine	Specialty Treatment Area	111

J.

K.

L.

Laboratory #1	Medical Support	116
Laboratory #2	Medical Support	115
Loading and Unloading(Supplies)	Bldg._____	156

M.

Main Gate (Perimeter Guard)	Main Gate	155
Master At Arms (Security)	Admin	103
Maintenance, General	Public Works	160
Manpower Management, Head	Admin	106
Medical Equipment Repair	Specialty Treatment	107
Medical Records	Patient Administration	108
Medical Support (Lab Area)	Bldg._____	117
Medical Support (Radiology Area)	Bldg._____	118
Medicine, Chief of	Specialty Treatment	110
Message Center	Admin/Commo	109
Morgue (dial Lab Dept		115
Motorpool (Dispatcher)		160

N.

Neurologist	Medicine Dept.	110
Neuropsychiatry	Medicine Dept.	110
Nursing, Director	Admin	104
Nursing, O.R.	O.R.	122
Nursing, I.C.U.	I.C.U.	157
Nursing Wards (See Wards)		132-145

O.

Officer of the Day (OOD)	Admin	103
Optometry	EENT Dept	111
Operating Management, Head	Admin	106
Security	MAA (Admin)	103
Laundry		149
Linen Control		149
Billeting Manager	Admin	103

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           Personal Services Manager    Admin                   106
           Postal                       Admin                   109
           Message Coordinator          Admin/Commo             109
     Oral Surgery                       Surgery                 120/122
     Orthopedics                        Specialty Treatment     111
     Otorhinolaryngology                Specialty Treatment     111
     O.R. Prep and Hold Area                                    121
     Oxygen Generator                                           164

P.

     Patient Administration, Head       Admin                   108
           Admissions                   Admin                   113
           Decedent Affairs             Admin                   108
           Dispositions                 Admin                   108/114
           Evacuation                   Admin                   108/114
           Medical Records              Admin                   108
           Patient Affairs              Admin                   108
           Patient Effects              Admin                   108
           Patient Personnel Division   Admin                   108
           Registrar                    Admin                   108
           Pharmacy                     ICU# Between 2 & 4       131
     Physical Therapy                   Surgical                122
     Podiatrist                         Specialty Treatment (Ortho)  111
     Post Office                        Admin                   109
     Preparation and Hold (OR)          Bldg._____           121
     Preventive Medicine                Bldg._____           110
     Public Works, Head                 Bldg._____           160
           Dispatcher (Vehicle)
           Emergency Services
           Roads and Grounds
           Refuse Disposal
     Perimeter                                                  152/3/4

R.

     Radiology                          Medical Support         118
     Refuse Disposal                                            160
     (See Public Works)
     Registrar (See Patient            Admin                   108
     Administration)
     Reprographics                      Admin                   109
     Recovery Room                      ICU 1 or 2              124/126

S.

     Security (Emergency)               Admin                   0/103
     Security (Routine)                 Admin                   103
     Shipping and Receiving             Bldg._____           156
     Specialty Treatment               Bldg._____           110
           Cardio-Thoracic              Surgery                 122
           EENT                         Surgery                 122
           Neurologist                  Medicine                110
           Neuropsychiatry              Surgery                 122
           Optometrist                  EENT                    122
           Oral Surgeon                 Surgery/Dental          122/120
           Orthopedics                  Surgery                 122
           Podiatry                     Orthopedics             122
           Urology                      Surgery                 122
     Supply (General)                   Bldg._____           165
     Supply (Medical)                   Bldg._____           166
     Surgery Department (Head)          Surgery                 122
           Emergency Medicine           Surgery                 113/122
           Physical Therapy             Surgery                 122
```

T.

      Transportation Supervisor   Motor Pool   160

U.

      Urology   Surgery   122

V.

W.

Wards	Bldg._____	
#1	Bldg._____	132
#2	Bldg._____	133
#3	Bldg._____	134
#4	Bldg._____	135
#5	Bldg._____	136
#6	Bldg._____	137
#7	Bldg._____	138
#8	Bldg._____	139
#9	Bldg._____	140
#10	Bldg._____	141
#11	Bldg._____	142
#12	Bldg._____	143
#13	Bldg._____	144
#14	Bldg._____	145
ICU #1	Bldg._____	157
ICU #2	Bldg._____	126
OR Prep and Hold	Bldg._____	121

TAB F-7

MESSAGE CENTER

INCOMING MESSAGE LOG

Message SSN	Date/Time Group	(Dept) Class Addressee	Time of Receipt	Time Delivered

TAB F-8

MESSAGE CENTER

OUTGOING MESSAGE LOG

Message Time	SSN	Date/Time Group	Class	Originator	Time of Receipt	Delivered

TAB F-10

TELETYPE LOG INSTRUCTIONS:

1. Use (UCST portion of log to indicated classification of message)

        U = Unclassified,
        C = Confidential,
        S = Secret,
        T = Top Secret

2. Use the following hourly log to record each message by hour block. Abbreviations are as follows:

    A. MIN = The minutes of the "ZULU" time on messages.

    B. CH = Initials of operator.

    C. NR = Number of message.

TAB F-11

COMMUNICATION CENTER TRANSMISSION LOG

Message SSN	Date/Time Group	Class	Originator	Time of Receipt	Date/Time Group of Xmission	Operators Initials

TAB F-12

COMMUNICATION CENTER

INCOMING MESSAGE LOG

Message SSN	Date/Time Group	Class	Addressee	Time Released to Message Ctr	Operators Initials

TAB F-17

COMMUNICATIONS NETS

A. Patient Control	Approx. Distance From F.H.	Capability	Range
1. B.A.S. (GRND) Evacuation Net Common User - Thru Med Bn Comnd Net AN/VRC 94 (VHF) (1 Ea)		Voice - VHF Secure LOS	
2. BAS (Air) - Evacuation Net Common User - Med Bn Cmnd Net AN/VRC 94 (VHF-UHF Backup) (1 Ea)		Voice VHF - UHF Secure Los (2 rec/1 trans)	
3. Intra-Theater Medical Net Dedicated AN/URC 94 (HF) (1 Ea)		Voice (HF) Secure BLOS Teletype	
4. Fleet Medical Evacuation Net (VHF) (Air and Ground) AN/URC 94 (VHF) (1 Ea)		Voice (VHF) Non-Secure/Packs? Secure	
5. Fleet Medical Evacuation Net (Air Backup) Common User AN/GRC 171(V) (UHF) (1 Ea) Spare (1 Ea) 2 recv/1 trans.		Voice UHF Secure BLOS	

B. Command and Control

1. Marine Force Service Group Command (Net 1) Common User AN/URC-94 (HF)		Voice (HF) Secure BLOS TTY
2. Navy - Commander, Naval Support Force Voice (HF) AN/URC-94(HF) Common User Record		Secure BLOS (TTY)